



NATIONAL LAW INSTITUTE UNIVERSITY

Kerwa Dam Road, Bhopal-462044

EXPRESSION OF INTEREST (EOI) FOR PRINTING & SUPPLY WORK AT NATIONAL LAW INSTITUTE UNIVERSITY, BHOPAL.

EOI No. NLIU/Admn/Printing/EOI/2023-24/01

Dated: 06/07/23

EXPRESSION OF INTEREST

Sealed Expression of Interest (EOI) is hereby invited from the interested bidders for "Printing & Supply Services" NLIU, Bhopal- 462-044, Madhya Pradesh. Bidders can download this document from University Website (www.nliu.ac.in/tenders) and submit their EOI in the given format duly filled, signed with company seal with required enclosures and documents.

The EOI is to be submitted in a sealed envelope super scribed "EOI for Printing & Supply Services at NLIU, Bhopal" addressed to the Registrar, NLIU, Bhopal or may be placed in the tender box provided at the Reception of the University at NLIU, Bhopal Campus.

LAST DATE FOR SUBMISSION OF EOI 21.07.2023 up to 02:00 PM

The bidders are expected to examine all instructions, form, terms & conditions and specifications in the bidding document. The bid should be precise, complete and in the prescribed format as per requirement of the EOI document. The bid should be unconditional. Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding document in every respect will be at the bidder's risk and may result in rejection of the EOI.

The firms are advised to visit the site of the University at NLIU, Bhopal Campus, to acquaint themselves regarding the nature and extent of work for Printing & Supply Services at NLIU, Bhopal in an effective and efficient manner.

[Note: All subsequent corrigendum / amendment, if any, shall be published only on www.nliu.ac.in/tenders]

Sd/-
Registrar
National Law Institute University


Assistant Engineer
National Law Institute University
Bhopal





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EOI No. NLIU/Admn/Printing/EOI/2023-24/01

Dated:

General Instructions and Terms & Conditions

1. Any EOI received after the scheduled time or incomplete in any manner will not be accepted.
2. The bidder (Individual/firm) is expected to examine all instructions, terms & Conditions, specifications in the EOI form. Failure to furnish information required in every respect will be the Bidders risk and may result into rejection of the bid.
3. Amendment of Bidding Documents: At any time prior to the submission of the bids, the Purchaser may, for any reason, whether at their own initiate or in response to the clarification requested by the prospective Bidder, may modify the Bidding Documents by amendments. The amendment will be notified in writing or by telephone to all prospective Bidders who have received the EOI documents.
4. Signing of Bid The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to Contract.
5. Submission of Bid
 - (a) The EOI will be required to submit the EOI in two bid system in two separate envelopes as mentioned below:

Envelope No. 1 super-scribed as "Technical Bid" should contain an introductory letter of contractor along with copies of documents as evidences. The Individuals/firms/Supplier has to fill up Annexure "A" with his signature along with all supporting documents and samples.
6. Envelop No. II super/scribed as EOI for Financial Bid and should contain the EOI form duly signed in each page by contractor/authorized signatory along with priced bid. The Individual/firm has to fill up Annexure "B".
7. Both Envelope I & II should be placed in large envelope which should be super-scribed As "EOI for Printing & Supply Work" and addressed to Registrar, NLIU, Bhopal, Madhya Pradesh 462-044.
8. There is no minimum guarantee of work to any vendor against this empanelment.
9. More than one vendor may be empaneled for this work.
10. NLIU reserves absolute right to take services of any empaneled vendors based on its requirements. No further communication shall be entertained in this regard.
11. NLIU may add or remove any vendor during the empaneled period on its requirement and performance.
12. Further, work may be allocated to one or more than two agencies on the requirement of the university.
13. If the envelope is not sealed and marked, the Purchaser will assume no responsibility for the bid's misplacement or premature opening.
14. Deadline for submission of Bids: Bids must be received by the Purchaser at the address specified under commercial bid not later than 02.00 PM on 21.07.2023.

[Signature]
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15. The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the Bidding Documents in accordance with clause 3, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
16. Printing on urgent basis may be required and the vendor must be ready to execute the work as per the requirement of the university.
17. **Penalty:** Compensation of delay of work will @ 1% per week on account of non-completion of work within stipulated period with a maximum of 5% of the value of the work.

18. Contacting the Purchaser

No bidder shall contact the purchaser on any matter relating to its bids, from the time of bid opening to the time the contract is awarded.

19. Evaluation of Bid

- The large envelope (containing separate envelope I & II) will be opened first. Thereafter the envelope I i.e. Technical Bid will be opened.
- Those bidders who have not enclosed Technical Bid documents & not submitted. In such cases their Envelope II which contains the financial bid will not be considered.
- The bidders will be pre-qualified in technical bid, who fulfills the following criteria:
 - Valid GSTIN no.
 - Valid PAN no.
 - Valid Bank Account No.
 - IFSC Code
- The envelope II i.e. Financial Bid will be opened for those parties who submitted Technical Bid.
- The rate contract shall be valid for one year which can be further extended for two more years based on mutual consent and the satisfactory services.
- The delivery period should be strictly adhered failing which NLIU reserves the right to cancel the order without assigning any reasons whatsoever.

20. Eligibility Criteria: -

- The company should be in existence for at least three years (Certificate of Registration/Incorporation should be enclosed).
- The Printer should have at least three years' experience in successfully handling similar nature of work preferably in Govt./PSU organizations. Preference will be given to bidder who has done at least 50% of the work as mentioned in price bid.
- The Printer should have average annual turnover of at least Rs.5 Lakhs each during the previous three financial years i.e. 2019-20, 2020-21 and 2021-22.
- The Printer should have its local office in Bhopal.


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- e. The Printer should be on the approved panel of at least 2 reputed organizations, either in central/ state Government organization or Public Sector Undertaking.
 - f. The Printer Firm should not have been placed in defaulter category/blacklisted by any Central/ State Govt. department, undertaking to be provided on letter head.
 - g. The Printer Firm should have registration with state or local authorities for under taking the profession (Copies of all such registrations to be enclosed).
 - h. Copy of Sales/ Service Tax Registration (TIN No.) and **PAN Number** must be enclosed with the quotation.
 - i. Applicant Firm must have a **VAT/GST.(Attach Copy)**.
 - j. The applicant Firm must be an Income Tax Assessee, having filed returns in the last three assessment years.(Attach Copies of Return filed during the last three years).
21. **Payment:** Payment will be made for the quantities executed and accepted by the university. No payment shall be made for the non-acceptable quality printing work. 100% of the Contract Price for supply of items received shall be paid on the receipt of items at the destination and submission of claim supported by the Acceptance Certificate issued by Purchaser's representative.
22. NLIU reserves the right to reject any or all EOI in full or part thereof without assigning any reason.
23. NLIU reserves the right to allot fully or partially work order to different vendors according to its requirement.
24. The Vice Chancellor & Head, NLIU is the final authority and his decision will be final and binding on the supplier for any disputes.
25. All legal disputes will have the jurisdiction of Bhopal City only.
26. Rate Quoted shall be inclusive of Transportation, Designing & other Charges. GST Shall be charge extra as applicable.

Indrath Purohit

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Annexure: A

EXPRESSION OF INTEREST (EOI) FOR PRINTING & SUPPLY WORK

Individual/Firm/Supplier Details for Technical Evaluation

Sl. No.	Particular	
01	Type of the Organization (Public Sector /Limited/Private limited/Partnership/ Proprietary /Society/Any other.)	
02	Name of the Individual/Firm/Supplier	
03	Address	
04	Contact Person	
05	Mobile No.	
06	E- mail	
07	Mandatory documents:	
	(A) GSTIN No.	
	(B) PAN NO.	
	(C) Bank Account Details	
	(D) Experience Certificate or any other details (if any)	

Note: Attach Extra Sheet if required.

Place:

Signature of Proprietor/Partner/Director

Date:

Office Seal


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ANNEXURE-B

FINANCIAL/PRICE BID

S. No	Description of Work	Rate per SqFt.
Flex/Banner		
1	Printing & Supply of Flex/Fabric Banner 8 x 4 ft/8 x 5 ft with Frame	
2	Printing & Supply of Flex/Fabric Banner 8 x 4 ft/8 x 5 ft without Frame	
3	Printing & Supply of Vinyl Banner 8 x 4 ft/8 x 5 ft without Frame	
4	Printing & Supply of Vinyl Banner 8 x 4 ft/8 x 5 ft with Frame	
S. No	Description of Work	Rate per Nos.
For Printing works		
1	Printing & Supply of Single-Color A-4 Pamphlet (Minimum 1000 Pcs) (Single Side) (As per Sample) GSM-60	
2	Printing & Supply of Multicolor A-3 Sticker (Minimum 200 Pcs) (Single Side) (As per Sample)	
3	Printing & Supply of Multicolor A-3 Poster (Minimum 200 Pcs) (Single Side) (As per Sample)	
4	Printing & Supply of Multicolor A-8 Pamphlet (Minimum 500 Pcs) (Both Side) (As per Sample)	
5	Printing & Supply of Sticker 4"X6" Inch Multicolor (Minimum 200Pcs) (As per Sample)	
6	Printing & Supply of Multicolor A-4 Pamphlet (Minimum 1000 Pcs) (Single Side) (As per Sample) GSM-90	
7	Printing & Supply of Letter Head (As Desired) Single Side Multicolor (As per Sample)(Minimum 100 Pcs) GSM:100 Paper: Bond Paper	
8	Printing & Supply of Letter Head (As Desired) Single Side Multicolor(As per Sample)(Minimum 200 Pcs) GSM:100 Paper: Bond Paper	

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10	Printing & Supply of Letter Head (As Desired) Single Side Multicolor (As per Sample) (Minimum 5000 Pcs) GSM:80 Paper: Loose Paper A4 Size	
11	Visiting Card <ul style="list-style-type: none">• Size: 8.8cm X 5.5cm• Handmade Paper• Single Side printing (English)• Double Side printing (English & Hindi) (Minimum 100 pcs)	
12	Carry Bags Size: 29 cm x 40cm Multicolor Color printing, Both side Paper quality:250 gsm white duplex Matt lamination Fabrication: Fancy Threading and Base strips Layout and design: required (Minimum 100 pcs)	
13	Writing Pad <ul style="list-style-type: none">• Size: 14cm x 21.5 cm• Total no. of pages: 50• Text paper Quality" 100 gsm Art paper• Layout or designing: Required• Binding: spiral (Minimum 100 pcs)	
14	MEASUREMENT BOOKS(MB) Measurement: Length = 13", Breadth: 8.6", Paper = 70 GSM Serial No = 000 to 259 (Printing as per sample confirmend by the University) Pages= 200 Nos. (Minimum 10 pcs)	
15	Academic Calendar Glossy Art paper: 130 GSM Size: 9" x 29" (Multicolored) (Minimum 250 pcs)	

Imfale Singh
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16	Invitation cards Invitation Cards on 350gsm Art Card (Minimum 500 pcs)	
17	Green Colored Note sheet -Paper Size & Colour : A4 with pale green colour - Both side printing - Paper quality : 80 GSM - Margins : Left indent - 1 inch ; Top & Bottom indent – ½ inch each Black colour margins & printing (Minimum 10,000 pcs)	
18	Gate Pass Book with University Name and Logo printed on First Page Gate Pass Book Size : 6"x3" Single Colour printing Serial Numbered No. of pages 10. (Minimum 100 pcs)	
19	Envelop Size 10x12 A4 Size Paper : 90 GSM Printing offset 4 Color (Minimum 100 pcs)	
20	Envelop Plane Size : 10"x4.5" Paper Plain: 90 GSM Printing offset 4 Colour (Minimum 100 pcs)	
21	Envelop Window Size : 10"x4.5" Paper Plain: 90 GSM Printing offset 4 Colour (Minimum 100 pcs)	
22	Plastic Folder University Logo A4 size L Type Folder (Minimum 100 pcs)	

[Signature]
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23	Diary Including Logo/ Caption Printing A) 19/27 cms Hard Bound (365 Days) B) 15/21 cms Hard Bound (365 Days) (Minimum 100 pcs)	
24	Event Brochure (As per University Feast or event) Black & white text on 80 GSM Maplitho paper and two colour pages on 170 GSM on art card - Perfect binding with Printed envelop - Size : Width 7" & Length 10" - Margin : Top 0.5" & Bottom 0.7" - Left 1" : Right 1" No. of pages 90 (Minimum 100 pcs)	

We agree to supply the above items at the unit rates quoted above for the duration of the Contract i.e. for the period _____ to _____. We also agree to supply the items not mentioned in the format above at the market-determined rate to the satisfaction of the NLIU, Bhopal.

(Name and Signature of Authorized Signatory with Seal of the Vendor)

Date:


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